

Н.Н. Кириллович
Л.В. Гурская

**Методические указания
по английскому языку**

Екатеринбург
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Кафедра иностранных языков

Н.Н. Кириллович

Л.В. Гурская

**Контрольные работы
по английскому языку
для студентов 2 курса
всех направлений
заочной полной
формы обучения**

Екатеринбург

2011

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Методические указания включают контрольную работу №3 и контрольную работу №4. Данные указания одновременно служат пособием и рабочей тетрадью. Все задания выполняются непосредственно в упражнениях контрольных работ.

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**Контрольная работа №3
для студентов заочной формы обучения
(АНГЛИЙСКИЙ ЯЗЫК)**

Выполнил(а) (ФИО)_____

Специальность з/о_____курс_____шифр_____

Рецензент_____

Пояснительная записка

Данная контрольная работа предназначена для студентов 2 курса заочного факультета всех специальностей. Она составлена на базе профессионально-ориентированной тематики и включает в себя фонетические и лексико-грамматические упражнения, а также задания на закрепление и развитие компетенций в различных видах речевой деятельности: говорении, понимании, чтении и письме.

Требования к выполнению контрольной работы **по иностранному языку.**

1. Контрольная работа состоит из фонетических и лексико-грамматических упражнений, а также включает в себя задания на развитие всех видов речевой деятельности.

Контрольная работа №3			
тема	фонетика	лексика	грамматика
Текст: <i>Экология.</i> (5тыс.печ.знаков)	Правила чтения согласных букв и их сочетаний.	По темам: Экология. Деловая переписка. Виды писем. Оформление конверта. Написание аннотации.	Словообразование: составные существительные. Видовременные формы глаголов в активном залоге. Видовременные формы глаголов в пассивном залоге. Фразовые глаголы. Модальные глаголы. Согласование времён. Косвенная речь.

2. Студент должен самостоятельно выполнить контрольную работу №3 в течение 3-го семестра (сентябрь-декабрь) и предоставить её к устной защите (чтение, перевод, объяснение грамматических правил, ответы на вопросы, инсценировка диалога или сообщение по теме) рецензенту в течение зимней сессии во время практических занятий по иностранному языку.

3. Перед выполнением контрольной работы следует повторить правила чтения букв и буквосочетаний, а также грамматический материал (см. выше таблицу); во время выполнения контрольной работы следует использовать словари и другую справочную литературу.

4. Студент должен заполнить титульный лист (ФИО, специальность, курс, шифр).

5. Студент должен выполнить все задания (1-15) контрольной работы №3 в письменном виде чернилами, чётким почерком в выданной ему контрольной работе.

Задание 1. Переведите на русский язык 2 части текста «ECOLOGY»:

CLIMATE CHANGE

(Paragraph 1) Climate **change** is occurring as a result of human activity. Greenhouse **gases** are being emitted into the atmosphere, primarily from the burning of fossil fuels such as **coal**, oil or gas, to meet the needs of our modern lifestyles. Everyday things we take for granted – such as the heating and lighting in our homes, or our transportation systems – all release carbon dioxide into the atmosphere. Even the products we buy, from carpets to computers, **produce** emissions during their manufacture and transportation.

(Paragraph 2) Trees and woodlands play a crucial role in regulating our climate. They remove carbon dioxide from the atmosphere, storing it as carbon through the biochemical process of photosynthesis. Because they are such large organisms, trees are capable of absorbing and storing large amounts of carbon through this process. The carbon is held in the trunk, branches, leaves and roots of each tree, and even in the forest soil. A single tree can hold up to 4 tonnes of carbon.

(Paragraph 3) The world's forests will play a very big part in providing a solution to climate change and there are four key things we can do to help:

1. Manage our woodlands sustainably

We must manage our woodlands carefully and **maximize** their ability to store carbon effectively. When trees are young they soak up carbon very quickly. As trees get older carbon absorption slows down until it reaches a steady state. At this point a forest doesn't absorb any more carbon, but it has become a vast carbon reservoir. Good management of our forests means cutting down some trees to maintain a range of different tree ages. This maximizes the absorption capacity of the whole woodland.

2. Protect the woodlands we already have

Many of the world's forests are being destroyed. This not only means that we have fewer trees to absorb the carbon we produce, but it also leads to the release of all the carbon stored in them. Consequently deforestation is responsible for the release of almost 6 billion tonnes of carbon dioxide (CO₂) emissions every year.

3. Use more wood in place of high carbon materials

Wood has the lowest energy consumption of any commonly used building material. Replacing one cubic metre of concrete or red brick with the same volume of timber would save 1 tonne of carbon.

There is only one building material that uses the sun's energy to renew itself in a continuous sustainable cycle; wood. Wood is the only major building material that is renewable. It uses less energy and produces less air and water pollution than the energy-intensive manufacture of steel and concrete. Not only this, but anything made from wood will continue to store carbon for hundreds of years!

We can all make a significant contribution to climate change reduction by using wood in place of energy-intensive materials such as steel or concrete.

4. Use wood for fuel

Climate change means we have to look for alternative sources of energy, and those produced by natural methods are the best to use. You may have heard about green energy such as wind or solar power, but burning wood is also a clean renewable energy source.

Extracting firewood and other wood from woodland is one way to ensure that woodlands are managed rather than neglected (because there are economic benefits in doing so). It also benefits the rural economy by providing local jobs and diversification opportunities for farmers and land owners.

PUBLIC BENEFITS

Forests provide a vast range of non-consumptives **which** we do not actually take out of the forest with us - that includes all types of recreational use, peace and quiet, a place to walk the dog, nature conservation experiences, and so forth. Woodlands and forests produce benefits to the **whole** society not just to individuals. The non-timber benefits of woodlands are broadly divided into: environmental, social, economic.

Environmental

In urban areas, trees can improve green derelict lands and urban landscapes, reduce air pollution, provide new wildlife habitat and reduce flooding spates.

Social

By providing pleasant surroundings, trees can improve the **physical**, mental and community health. They also reduce wind speed and solar radiation.

Economic

Increasing tree cover in and around urban areas can enhance property values and encourage inward investment by removing or **covering** eyesores and creating a general feeling of well-being and regeneration. In England & Wales, the demand for public recreation in the countryside is likely to be heightened by the Countryside and **Rights** of Way (CROW) Act, which includes among its provisions a 'right to roam' by foot on mountain, moor, heath and common land. Woodland is specifically excluded from this right. The England Forestry Strategy, published in 1998, sets out the programmes and priorities for the Government's support for forestry. It recognizes that forestry provides particular benefit to society in four major areas:

Rural Development

Many remote rural communities are undergoing change and decline, as some traditional jobs **vanish**, and services (shops, health) become more distant. This focuses attention on potential new opportunities of which rural development forestry is one. The countryside is moving from being simply a centre of production to being more significant as a centre of consumption. The demand for rural recreation and tourism is large and continuing to grow.

Economic Regeneration

Managing woods and expanding them provides employment on- and off-site.

Recreation, Access & Tourism

Tourism and recreation are major economic generators in the UK countryside. Rural tourism is a major economic activity, with nearly 1500 million visits to the countryside.

Environment and Conservation

Their role in ameliorating greenhouse gases and global warming as carbon sinks is widely promoted. Woodlands ameliorate the climate both locally and across large distances, pump out oxygen into the atmosphere, filter out a lot of atmospheric pollution, prevent soil erosion, etc.

Перевод:

Перевод:

Перевод:

Задание 2а. Используя словарь, заполните таблицу словами, выделенными жирным шрифтом в тексте «CLIMATE CHANGE»:

<i>Climate change</i>		
G	C	X
[d↓] -	[s] -	[ks] -
[g] -	[k] -	[gz] - exist

Задание 2б. Используя словарь, заполните таблицу словами, выделенными жирным шрифтом в тексте «PUBLIC BENEFITS»:

<i>Public Benefits</i>						
sh	ck	wh	ph	gh	ng	kn
[ʃ] -	[k] - brick	[w] -	[f] -	[-] -	[ŋ] -	[n] - knew
		[h] -		[f] - enough		

Задание 3. Соедините слова из первой колонки (1-10) со словами из второй колонки (a-j), образуя сложные слова, переведите их на русский язык:

		сложные слова	перевод
1. green	a. synthesis		
2. wood	b. side		
3. photo	c. wood		
4. bio	d. house		
5. energy-	e. site		
6. fire	f. land		
7. wild	g. being		
8. well-	h. intensive		
9. off-	i. chemical		
10. country	j. life		

Задание 4. Соедините начала предложений из первой колонки (1-10) с их окончаниями из второй колонки (a-j) и переведите полученные предложения на русский язык:

1.	Climate change is occurring	a.through the biochemical process of photosynthesis.
2.	Greenhouse gases are being emitted	b.such as wind or solar power.

3.	Trees and woodlands play _____ _____	c.as a result of human activity.
4.	They remove carbon dioxide from the atmosphere, storing it as carbon _____	d.cutting down some trees to maintain a range of different tree ages.
5.	The carbon is held in the trunk, branches, leaves _____ _____	e.into the atmosphere.
6.	Good management of our forests means..... _____	f.both locally and across large distances.
7.	Wood is the only major building material..... _____	g.environmental, social, economic.
8.	You may have heard about green energy..... _____	h.a crucial role in regulating our climate.
9.	The non-timber benefits of woodlands are broadly divided into: _____ _____	i.that is renewable.
10.	Woodlands ameliorate the climate _____ _____	j.and roots of each tree, and even in the forest soil.

Задание 5. Составьте аннотацию первой части текста *Climate change*, используя данные выражения, и переведите полученные предложения на русский язык:

1. The title of the text is.....

2. The author of the text is.....

3. The main idea of the text is.....

4. The purpose of the text is to give the reader some information on.....

5. The text is divided into.....paragraphs.

6. According to the first paragraph.....

7. According to the second paragraph.....

8. According to the third paragraph.....

9. I found the text (interesting, important, dull, of no value, easy/hard to understand)._____

Задание 6. Переведите на русский язык названия писем (1-8) и определите, к какому виду письма относятся данные ниже отрывки писем (A-I):

1. Letter of invitation _____

2. Letter of rejection _____

3. Letter of apology _____

4. Letter of enquiry/ request _____

5. Letter of application _____

6. Letter of complaint _____

7. Letter of congratulation _____

8. Letter of sympathy _____

A) We have pleasure in inviting you to the VIIth International Exhibition in Moscow, open from 9th to 16th June.

B) I should like to be considered for the post of secretary in the sales department currently advertised in the "Morning Mail." I enclose a CV which gives full details of my qualification and career.

C) Please send me more information about the booklet "Yours for Sports", which you mentioned in your advertisement in the July 4th issue of Boys' Life.

D) I am delighted to hear of your new appointment to the Board of Directors. The many years you have worked with the Company have been rewarded and my partner and I send you best wishes for the future.

E) We find no words to tell you how sorry we were to learn that the flood caused almost total damage to your house. I can imagine what a terrible loss it must be. I want to offer our help in any way we can.

F) You recently shipped me on order a Model BK radio set. Unfortunately it seems to have been damaged in shipment so that the dial needle will turn a little way. One of the knobs seems to be pushed in, and there is a scratch on the panel.

G) I am extremely sorry about the incident last week during the visit of your representative to our offices. Unfortunately ...

I) I regret to inform you that your application for the position of Laboratory Technician has been unsuccessful. Thank you for ...

Задание 7. Расположите части делового письма (а-е) в правильном порядке (1-5):

- 1.Heading _____
- 2.Inside address_____
- 3.Salutation_____
- 4.Body of the letter_____
- 5.Close/signature_____

- a) Dear Mr Sawyer,
- b) Thank you for your letter. I am afraid that we have a problem with your order. Unfortunately, the manufacturers of the part you wish to order have advised us that they cannot supply it until November. Would you prefer us to supply a substitute, or would you rather wait until the original parts are again available?
- c) 6 Pine Estate, Bedford Road, Bristol, UB28 12BP
Telephone 9036 174369 Fax 9036 36924
6 August 2005
- d) I look forward to hearing from you.
Yours sincerely,
Simon Tramp
Sales Manager

- e) James Sawyer, Sales Manager, Electro Ltd, Perry Road Estate,
Oxbridge UN54 42KF.

Задание 8. Перед вами конверт. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает:

(1) Foreign Language Institute
555 (2) Deer Run Lane
Aurora, (3) CO 80014

(4) Sandberg Educational, Inc
(5) Orchard Ridge Corporate
Building Two, Fields Lane
(6) Brewster, NY 10509

- ☐ The street name in the mailing address
- ☐ The addressee's company name
- ☐ The sender's company name
- ☐ The street name in the return address
- ☐ The town in the mailing address
- ☐ The ZIP Code in the return address

Задание 9. Переведите предложения на русский язык и определите время в выделенных глагольных формах (*Present Simple, Present Continuous, Present Perfect, Present Perfect Continuous, Past Simple, Past Continuous, Past Perfect, Future Simple, Future Continuous, Future Perfect*):

1. I **didn't play** tennis last week. ()

2. He **helps** his father very often. ()

3. What **will you be doing** at 8 o'clock tomorrow? ()

4. We **are not drinking** coffee now. ()

5. How long **have you been waiting** for me? ()

6. He **was playing** the piano from 5 till 8 yesterday. ()

7. By 9 o'clock she **had washed** the dishes. ()

8. By the time he comes, I'll **have done** all my homework. ()

9. They **have** already **arrived**. ()

10. Next week I'll **be** 25. ()

Задание 10.

а. Раскройте скобки, употребляя глаголы в *Present Simple*, *Present Continuous*, *Present Perfect*, *Present Perfect Continuous* и переведите предложения на русский язык:

1. We (not to watch) TV now. ()

2. I (to learn) English for 3 month. ()

3. He usually (to go) to the river for swim. ()

4. She just (to eat). ()

5. They (not to eat) fish every day. ()

б. Раскройте скобки, употребляя глаголы в *Past Simple*, *Past Continuous*, *Past Perfect* и переведите предложения на русский язык:

1. He (to sleep) when father came. ()

2. We (to wash) the floor in our flat yesterday. ()

3. I (to go) to the cinema 2 days ago. ()

4. By 2 o'clock yesterday the teacher (to examine) all the students. ()

5. Kate gave me the book which she (to buy) the day before. ()

6. My brother (not to play) tennis last week. ()

в. Раскройте скобки, употребляя глаголы в *Future Simple*, *Future Continuous*, *Future Perfect* и переведите предложения на русский язык:

1. I (to do) my homework from 3 till 6. ()

2. I (to do) my homework by 3 o'clock. ()

3. I promise I (to do) my homework next week. ()

4. I (not to read) 20 pages by 5 tomorrow. ()

Задание 11.

Вставьте off, in, out, up, down, on, чтобы закончить предложения, и переведите их на русский язык:

1. I went to the window and **looked**.....→

2. The door was open, so we **came**.....→

3. There was a free chair, so I **sat**.....→

4. **Hurry**.....! We haven't got much time. →

5. I **turned**the light. →

6. It was cold, so I **put**my coat. →

Задание 12. Употребите модальные глаголы can, may, must, could, should, can't, mustn't, needn't, и переведите предложения на русский язык:

1. I take this book for a little? →
2. I ski when I was young. →
3. You work more seriously. →
4. He answer the question. It's not difficult. →
5. You respect your parents. →
6. My sister write this letter, she is very busy. →
7. My sister write this letter. She'll phone them. →
8. You make notes in the books. →

Задание 13. Переведите предложения на русский язык:

1. He will be able to do it tomorrow. →
2. We were allowed to stay at home. →
3. She had to stay at home because she didn't feel well. →
4. The lecture is to begin at eight. →
5. He must be busy. →

6. He must be sleeping. →
7. He must have lost your book. →
8. They may be watching TV. →
9. She can't have left the country. →
10. They can't be at home now. →

Задание 14. Переведите предложения на русский язык и определите время в выделенных глагольных формах (*Present Simple Passive, Past Simple Passive, Future Simple Passive, Present Continuous Passive, Past Continuous Passive, Present Perfect Passive, Past Perfect Passive*):

1. These houses **were built** about 50 years ago. ()

2. She **is** very often **spoken** about. ()

3. The letter **is being written** by the secretary now. ()

4. By 3 o'clock everything **had been prepared**. ()

5. All these books **have been read**. ()

6. They **will be sent** to Spain. ()

7. They **were being taught** drawing at that lesson. ()

Задание 15. Выберите требующуюся форму глагола в соответствии с правилами согласования времён и переведите предложения на русский язык:

1. She said that she _____ busy. →
a. is b. are c. was
2. Tom said he _____ your address. →
a. didn't know b. doesn't know c. don't know
3. Tom said he _____ your address. →
a. knows b. knew c. know
4. My friends told me the exam _____ easy. →
a. would be b. will be c. should be
5. I told him I _____ my work. →
a. have finished b. had finished c. has finished
6. He said that he _____ a new car. →
a. bought b. had bought c. has bought
7. The doctor told me _____ the mouth. →
a. opens b. open c. to open
8. He asked us _____ noise. →
a. not to make b. don't make c. doesn't make
9. She asked if I often _____ chess. →
a. play b. played c. plays
10. He wanted to know whether you _____ the winter before. →
a. skate b. skated c. had skated

**Контрольная работа №4
для студентов заочной формы обучения
(АНГЛИЙСКИЙ ЯЗЫК)**

Выполнил(а) (ФИО)_____

Специальность з/о_____курс_____шифр_____

Рецензент_____

Пояснительная записка

Данная контрольная работа предназначена для студентов 2 курса заочного факультета всех специальностей. Она составлена на базе профессионально-ориентированной тематики и включает в себя лексико-грамматические упражнения, а также задания на закрепление и развитие компетенций в различных видах речевой деятельности: говорении, понимании, чтении и письме.

Требования к выполнению контрольной работы **по иностранному языку.**

1. Контрольная работа состоит из лексико-грамматических упражнений, а также включает в себя задания на развитие всех видов речевой деятельности.

тема	лексика	грамматика
Текст: <i>Профессии в лесной промышленности.</i> (5тыс.печ.знаков)	По темам: Моя будущая профессия. Оформление служебной записки. Составление резюме. Телефонный этикет.	Словообразование: приставки, конверсия. Инфинитив. Герундий. Причастия. Сложное подлежащее. Сложное дополнение. Сложные предложения. Условные предложения.

2. Студент должен самостоятельно выполнить контрольную работу №4 в течение 4-го семестра (февраль-май) и предоставить её к устной защите (чтение, перевод, объяснение грамматических правил, ответы на вопросы, инсценировка диалога или сообщение по теме) рецензенту в течение летней сессии во время практических занятий по иностранному языку.

3. Перед выполнением контрольной работы следует повторить грамматический материал (см. выше таблицу); во время выполнения контрольной работы следует использовать словари и другую справочную литературу.

4. Студент должен заполнить титульный лист (ФИО, специальность, курс, шифр).

5. Студент должен выполнить все задания (1-15) контрольной работы №4 в письменном виде чернилами, чётким почерком в выданной ему контрольной работе.

Задание 1. Переведите на русский язык 2 части текста «CAREER DESCRIPTION»:

Wood Technologist Career Description

Many different processes are used to convert a tree into a saleable product in the form of sawn timber, plywood, particleboard or treated poles. Wood technologists play an important role in all these processes.

What am I going to do in this occupation?

The wood technologist, using academic and practical training as well as product and process knowledge, provides the knowledge, experience and skills needed to manage the conversion processes effectively. The trained technologist can practice this occupation in various fields in the timber processing and related industries, namely: primary processing (timber treating, plywood manufacture, fibre and particle board manufacture and sawmilling), secondary processing (furniture, joinery, building and timber construction) and others (research, marketing, labour and training).

The work in which the wood technologist can be involved, include:

- » The obtaining of raw materials, principally timber.
- » The preparation, storage and control of raw materials.
- » The efficient and cost-effective conversion of these raw materials into saleable products.
- » Transport within and outside the processing plants.
- » The efficient storage and control of finished products.
- » The marketing of diverse products.
- » Management of staff, costs, product quality and safety.
- » Equipment and plant maintenance.
- » In-service training of staff and workers.
- » In-company, industrial and scientific research.

Requirements

What kind of personality do I need? The prospective wood technologist should enjoy working with wood and timber products, and should therefore like technical subjects and working with people.

Where can I work?

The wood technologist can find work in nearly all businesses that use wood as a raw or semi-processed material such as sawmills, plywood plants, pre-treating plants, timber housing companies and similar businesses. Wood technologists start working as operators, assistants and supervisors within the various plants, eventually progressing to more senior management positions as they become more experienced. This they can do throughout the world.

Can I work for myself in this occupation?

Many opportunities do exist for wood technologists to start their own business once they have acquired a few years of practical experience working in industry.

Перевод:

Mechanical Engineer Career Description

Mechanical engineers develop, implement, manufacture and maintain machines, machine components and systems in various fields to enhance quality of life.

What am I going to do in this occupation?

Mechanical engineering applies the principles of natural science and mechanics in a way that leads to greater convenience, progress and safety of mankind. Mechanical engineers usually specialize in one of the following fields:

Transportation

Transportation includes Aeronautical, Automotive and Marine Engineering and is involved with the development of equipment like aircraft, helicopters, missiles, ships, motor cars, trains, as well as propulsion systems such as the gas turbines and petrol and diesel engines.

Power generation

Engineers in this field attempt to provide in the ever increasing energy requirements of population. It requires the effective use of limited natural resources to provide energy with limited environmental impact.

Agriculture

By providing modern equipment like threshing machines, tractors, harvesters and milking machines for food producers, engineers in this field assist in the economic production of food.

Mining

Mechanical engineers are involved in both surface and underground mining. Pumping plants, winding equipment, ventilation fans, conveyer belts, drilling machines and trackless mining equipment are a few of the devices which involves the input of mechanical engineers.

Environmental engineering

Mechanical engineers create the controlled environment that humans need in order to work safely and comfortably. Factors such as humidity, temperature and cleanliness of the air in the workplace are monitored, adjusted and controlled by these engineers.

Manufacturing

Mechanical engineers play a major role in all industrial and manufacturing processes and in the equipment used, including machine tools and robotic devices.

Petrochemical industry

Petrochemical plants largely consist of machines such as compressors, pumps, boilers and material handling systems.

Industrial engineering

Mechanical engineers also play a major role in industrial processes such as production technology and quality control.

Mechanical engineers usually work in offices where computers play a major role in planning, designing, modeling and testing of systems. The work also requires

on-site inspections, co-ordination and follow-up to ensure any new system complies with the requirements given.

Requirements

What kind of personality do I need? Prospective mechanical engineers must have above-average intelligence, the ability to see and interpret a drawing three dimensionally and the ability to make difficult calculations. They should also have perseverance. Solutions do not always emerge at the first attempt and their projects could take years before they are finished. They must be persons of high integrity. In order to be promoted to management level the engineer must develop good leadership and coordinating skills. Engineers with good management skills can progress to the top positions in the company.

Where can I work?

Government departments also offer employment to mechanical engineers in various positions. Positions at the Council for Scientific and Industrial Research (CSIR) mainly involve research and development. Bursaries are available from many of these institutions.

Can I work for myself in this occupation?

Registered mechanical engineers with the necessary experience and initiative can work as consultants in any of the above-mentioned organizations. They can also start their own manufacturing engineering companies.

Перевод:

Перевод:

Задание 2. Используя словарь, присоедините к словам приставки и переведите полученные слова на русский язык (приставки могут повторяться):

mis-	dis-	un-	de-	in-	im-	ir-	il-	non-	anti-
------	------	-----	-----	-----	-----	-----	-----	------	-------

.....manage -legal -
.....comfort -perfect -
.....code -government -
.....used -ability -
.....different -profit -
.....responsible -efficiency -

Задание 3. Переведите предложения на русский язык и определите, к какой части речи относятся выделенные жирным шрифтом слова:

1. a. There are no **plans** to build new offices.

b. They **planned** to arrive some time after three.

2. a. Parents should **control** what their kids watch on TV.

b. The teacher had no **control** over the children.

3. a. English is my favorite **subject**.

b. Smokers are **subject** to heart attack.

c. The Roman Empire **subjected** most of Europe to its rule.

Задание 4. Заполните таблицу, в соответствии с информацией текста «Career Description »:

	Field of specialization	Requirements	Place of work
Wood technologists			
Mechanical engineers			

Задание 5. Перед вами резюме. Соотнесите названия частей резюме, обозначенных буквами (а-е) с названиями, обозначенными цифрами (1-5) из таблицы:

- a. *personal details*_____
- b. *work experience (work history)*_____
- c. *references (reference)*_____
- d. *qualifications (education)*_____
- e. *additional skills (other)*_____

Curriculum Vitae (CV)		
	<i>Name:</i>	Erwin Verhoot
	<i>Address:</i>	Van Baerlestraat 54, 1070 Amsterdam
	<i>Tel. №:</i>	020 672 5331
	<i>Nationality:</i>	Dutch
	<i>Date of birth:</i>	2.10.1976
	<i>Marital status:</i>	single
2.	<i>Qualifications 1997</i>	Diploma in Hotel Management and Tourism. Swiss Hotel Management School, Montreux
3.	<i>Professional experience 2003 – Present</i>	Corporate Client Service Manager Palace Hotels Group, Brussels. Responsible for marketing corporate client services of Group’s five 4-star European hotels.
	2000 -2003	Manager Capital Hotel, Amsterdam. 180 room 4-star hotel with over 70 % business clients. Conference facilities for 100 people.
	1997 – 1999	Assistant Manager Hotel Mont Blanc, Chamonix. 150 room 3-star hotel.
4.	<i>Other</i>	Fluent English, German, French Advanced computer literacy Clean driving license
5.	<i>References</i>	See next page

Задание 6. Заполните резюме на основе личных данных:

Curriculum Vitae

Personal details

Name: _____

Address: _____

Tel. №: _____

Nationality: _____

Date of birth: _____

Marital status: _____

Qualifications

Professional experience

Other

References

Задание 7. Выберите слова (a-d) для заполнения пропусков (1-4) так, чтобы они отражали особенности оформления служебной записки:

(1)____: Maria Jarvis

From: Philip Benn

(2)____: US trip

(3)____: 20 July

Thanks for all your help last Friday. I was in the office on Saturday afternoon so everything is ready now ...

Let me know if this is OK.

(4)_____

- a. Philip
- b. Date
- c. Subject
- d. To

Задание 8. Определите, к какому виду делового документа (a-d) относится представленный ниже отрывок:

.....
 We are a large record store in the centre of Manchester and would like to know more about the CDs and DVDs you advertised in last month's edition of Hi-Fi. Could you tell us if the products are leading brand names, or made by small independent companies, and if they would be suitable for recording classical music, games and video?
 We would appreciate it if you send us some samples.

- a. Letter of enquiry / request
- b. Memo
- c. CV
- d. Contract

Задание 9. Расположите фразы телефонных разговоров (Dialogue №1, Dialogue №2) в правильном порядке и переведите диалоги на русский язык:

Dialogue №1

A:		1. Good morning. Could you tell me when I can meet Mr. Brown, please?
B:		2. Thank you. Good bye.
A:		3. Yes, please. Could you ask him to call this number 102 3468 as soon as possible.
B:		4. Good morning. Mr. Brown's secretary speaking.
A:		5. I'm sorry, he isn't. Today he won't be back till 4 o'clock. Can I take a message?
B:		6. Is he available at the moment?
A:		7. On Tuesday, at 11 o'clock.
B:		8. Certainly.
перевод		

Dialogue №2

A:		1. No, it isn't urgent. Is the day after tomorrow possible?
B:		2. That's perfect, thank you. Good bye.
A:		3. Tomorrow, if possible.
B:		4. Good morning Mr. Brown. I'll get his diary. When would you like to come?
A:		5. This is Mr. Brown speaking. I'd like to make an appointment with Mr. Bell.
B:		6. I'm sorry, it's full too. What about Friday at 5 o'clock?
A:		7. I'm afraid he'll not be in. Is it urgent?
перевод		

Задание 10. Раскройте скобки, употребив либо to перед глаголом, либо ing после глагола, и переведите предложения на русский язык:

1. I hope (go) to university next year. () →

2. I enjoy (dance). () →

3. I don't mind (be) alone. () →

4. You forgot (switch off) the light when you went out. () →

5. Are you interested in (work) for us? () →

6. I've always dreamed of (be) rich. () →

7. How often do you go (swim). () →

8. Do you think this book is worth (read)? () →

Задание 11.

а. Переведите предложения на русский язык, обращая внимание на конструкцию *сложное дополнение (Complex Object)*:

1. My brother *wanted me to bring* him a book. →

2. I *like her to sing*. →

3. Mother *made me eat* the soup. →

4. I *expect her to send* me a letter. →

5. I *saw him drop* his bag. →

6. We *heard them shut* the door. →

б. Переведите предложения на русский язык, обращая внимание на конструкцию *сложное подлежащее (Complex Subject)*:

1. You *are supposed to graduate* in four years. →

2. He *is said to be* a good translator. →

3. This work *seems to take* much time. →

4. His office *turned out to be* in one of the back streets. →

5. The article *is likely* to appear in the next issue. →

6. He *is sure* to be back soon. →

Задание 12. Выберите требующуюся форму причастия (*Participle I* или *Participle II*) и переведите предложения на русский язык:

1. Everybody looked at the **dancing/danced** girl. →

2. She put a plate of **frying/fried** fish in front of me. →

3. The floor **washing/washed** by Helen looked very clean. →

4. The girl **washing/washed** the floor is my sister. →

5. The man **playing/played** the piano is Kate's uncle. →

6. The coat **buying/bought** last year is too small for me. →

Задание 13. Переведите предложения на русский язык и определите форму выделенных причастий (*Present Participle Active*, *Perfect Participle Active*, *Present Participle Passive*, *Perfect Participle Passive*):

1. **Doing** his homework, he was thinking hard. ()

2. **Having done** his homework, he went for a walk. ()

3. **Being examined**, the boy could not help crying. ()

4. **Having sold** all fruit, he went to see his friends. ()

5. **Having been shown** the wrong direction, the travelers soon lost their way.

()

6. **Selling** fruit, he looked back from time to time. ()

Задание 14. Раскройте скобки, образуя условные предложения I, II и III типов, и переведите предложения на русский язык:

1. If the weather is fine, we (to play) outside. ()

If the weather were fine, we (to play) outside. ()

If the weather had been fine, we (to play) outside. ()

2. If he lives in London he (to visit) the museums every month. ()

If he lived in London, he (to visit) the museums every month. ()

If he had lived in London, he (to visit) the museums every month. ()

Задание 15.

а. Соедините части предложений (1-5) и (a-e) и переведите полученные предложения на русский язык:

1. He doesn't like her,
2. I bought a newspaper,
3. It was too hot,
4. We didn't go swimming,
5. Do you want to play tennis

- a. **but** I didn't read it.
- b. **or** are you tired?
- c. **because** the water wasn't clean.
- d. **and** she doesn't like him.
- e. **so** I opened the window.

1. _____

2. _____

3. _____

4. _____

5. _____

6. Соедините части предложений (1-5) и (a-e) и переведите полученные предложения на русский язык:

1. A thief is a person.....

2. Where is the picture.....

3. I don't like people.....

4. Did you find the book....

5. What's the name of the woman...

a. **which** was on the wall?

b. **(that)** you wanted?

c. **(who)** you spoke to?

d. **who** never stop talking.

e. **who** steals things.

1. _____

2. _____

3. _____

4. _____

5. _____